

Syed Samiullah Qadri

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Career Objective

An experienced **Supply Chain Professional** with a diversified history of working in **project procurement** of construction materials and **automobile spare parts, services and logistics procurement** of reputed organizations. Skilled in **vendor management, relationship management, negotiation strategic sourcing and project management**. A strong support with **MBA focused in both Supply Chain Management and Finance**. Seeking for a **Junior Manager position** at a reputed organization and utilizing my experience and knowledge to benefit the employer.

Work Experience

Procurement Executive
Procurement Department
K-Electric
(October 2019 – To the Date)



Major responsibilities are:

- Assist in process of; data gathering, market analysis, sourcing, negotiation, vendor selection, purchase orders, reporting, and performance management to achieve the best value for money.
- Ensure timely and economical purchase/ procurement of local and foreign materials and services and keeping in mind the P2P cycle.
- To constantly review information on prices & sources of supplies and services and ensure competitive and economical sourcing.
- To manage and maintain agreements and contracts of portfolio related vendors.
- Responsible for obtaining and managing savings at all stages of supply chain management.
- Assist to drive supplier collaboration and innovation, maintain close relationship with key strategic suppliers.
- Directly reporting to Line Manager and HoD and present weekly portfolio status with HoD.

Intern/ Trainee
Project Procurement
Procurement Department
Ghulam Faruque Group - GAC



Projects Directly Executed; **The Dolmen City** and **Atlas Industrial Park**. Achieved **80% & 90% completion** success.

Major responsibilities were:

- To manage and execute complete Procure to Pay Cycle:
 - i. Issuing **Request for Quotation (RFQ)** against the **Purchase Requisition**.
 - ii. Preparing and analyzing the **Comparative Statement**.
 - iii. Maintaining both supplies & service based **Purchase Orders (POs)** on **SAP Business One**.
- To keep an appropriate **Follow-Up** with vendors to fulfill delivery terms and with Finance Department to meet the payment terms.

- **Weekly and monthly visits at SITE** i.e. Dolmen City and Atlas Industrial.
- Responsible to manage and file the documents.
- **To support Project Management Team and assist them with delivery of goods at SITE with proper update of stock level at warehouse.**

Academic & Professional Qualifications

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| <ul style="list-style-type: none"> ▪ Institute of Business Management (2020)
MBA - Finance & Supply Chain ▪ University of Karachi (2015)
Bachelors - Commerce | <ul style="list-style-type: none"> ▪ Govt. Dehli Collage (2012)
Intermediate – Pre-Engineering ▪ Happy Palace Grammar School (2010)
Matriculation - Science |
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Functional Competencies and Technical Skills

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| <ul style="list-style-type: none"> ▪ Sound knowledge of MS Office ▪ Hands on experience in SAP MM ▪ Proficiency in SAP Business One ▪ Sound knowledge of SAP - Ariba | <ul style="list-style-type: none"> ▪ Emotional Intelligent ▪ Vendor Management ▪ Negotiation Skills ▪ Analytical Skills |
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Extra Curriculum Activities

- **Safety Trainer at K-Electric.**
- **Winners of Financial Modeling Competition 2018 at IoBM**
- **Event Organizer at IoBM**
- Associated with Custom Cricket Academy (**Under – 19**)
- Associated with Hajji Club (**Red Belt at Taek Won Do**)
- Jogging

Abilities

- Ability to work under pressure
- Self-motivated
- Organizational skills and ability to manage deadlines
- Team working ability
- A methodical approach and problem-solving skills

Reference

Reference will be provided upon request.